

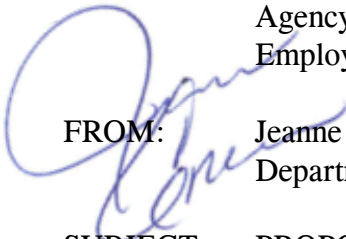


DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #23/06

May 19, 2006

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Employee Representatives

FROM:  Jeanne Greene, Director
Department of Personnel

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify me in writing no later than June 20, 2006.

If no written objections are received in this office by June 20, 2006, action will be taken to effect the changes and a report will be made to the Personnel Commission.

JG:sq

Attachments

JG:sq

cc: Agency Personnel Representatives

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: 06-06

Posting Expires June 20, 2006

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following changes are proposed:

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EE0-4	CODE	TITLE	GRADE/EE0-4
1.805	Forestry Program Coordinator Options A: Resource Management B: Fire Management C: NEW	39 A	1.805	Forestry Program Manager Options A: Resource Management B: Fire Management C: Conservation Camps	39 A

EXPLANATION OF CHANGE

The 2005 Legislature approved a reorganization of the Forestry Division's resource management functions. Previously, three Forestry Regional Managers were responsible for resource and fire management activities in their respective region and jointly supervised day-to-day operations of the conservation camps in conjunction with the Conservation Camp Coordinator. Following the reorganization, the Forestry Regional Managers direct fire management programs and activities and regional staff assigned to implement resource programs, but they no longer share camp management responsibilities with the Conservation Camp Coordinator. (As a result of this change, the Forestry Regional Manager class specification will be re-evaluated in the near future.)

The new organizational structure has increased the level of responsibility and scope of authority of the Conservation Camp Coordinator, currently grade 37. The position now manages the staff and operation of ten conservation camps (statewide) and reports directly to the Deputy State Forester. With the additional management responsibility for the conservation camp program, the position now is comparable to two similar positions in a class titled Forestry Program Coordinator, grade 39. One position manages statewide resource management programs and the other manages statewide fire management programs and activities.

As a result, it is recommended the class specification be revised to reflect a third option for management of the conservation camps. All three Forestry Program Coordinator positions are comparable in terms of supervisory and managerial authority, budget responsibility and policy development. To more accurately reflect the new organization, it is recommended the title be changed to Forestry Program Manager.

The incumbent develops budget and strategic, operational and business plans deemed necessary to ensure success of the conservation camp program; prepares annual and five-year business plans for each conservation camp, considering site-specific revenue potential as well as available staffing and equipment needs; and identifies long and short term goals and objectives which are measurable, attainable, and consistent with legislative directives.

In addition, the incumbent supervises and evaluates the performance of Conservation Camp Area Supervisors, recommended grade 37, Conservation Staff Specialists, grade 36, and other staff as

assigned; develops, implements and ensures consistent statewide training in resource management, firefighting and emergency incident response utilizing Conservation Crew Supervisors and inmates.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
1.868	Conservation Camp Coordinator	37 B	1.868	Conservation Camp Area Supervisor	37 B
1.870	Conservation Camp Supervisor	35 D	1.870	Conservation Camp Supervisor	35 B
1.875	Assistant Conservation Camp Supervisor	33 D	1.875	Assistant Conservation Camp Supervisor	33 D

EXPLANATION OF CHANGE

The 2005 Legislature approved a reorganization of the Forestry Division's resource management functions. Previously, the Conservation Camp Coordinator shared responsibility for management of the camps with three Forestry Regional Managers. Currently, one individual manages the program on a statewide basis, and the division has established a new mid-management level in the camp program and requested the title, Conservation Camp Area Supervisor. Each of the four positions in this new assignment supervises two or three conservation camps in an assigned section of the State in order to provide more consistency in camp operations.

The Conservation Camp Area Supervisor class is recommended to be allocated at grade 37, two grades above the highest level subordinates, Conservation Camp Supervisors, grade 35, to recognize supervision and the broader scope of responsibility. Allocation at grade 37 also aligns the class two grades below the immediate supervisor, Forestry Program Manager, Option C, recommended grade 39, who has statewide responsibility for management of the conservation camp program.

Under general supervision, Conservation Camp Area Supervisors develop and implement standards for staff work performance, project review, vehicle operations and maintenance, equipment maintenance, helitack, and camp fabrication and repair shops for two or three conservation camps. They supervise Conservation Camp Supervisors and ensure consistent operations and compliance with agency policies and procedures through the review of camp reports, project billings, and training of staff and inmates.

In addition, Conservation Camp Area Supervisors assist in developing and implementing camp policies, procedures and operational guidelines; ensure camps meet legislative mandates and follow division directives, guidelines, policies and procedures; review and monitor monthly camp expenditures and reconcile data with division fiscal staff and Conservation Camp Supervisors; and provide direction and guidance as required. They also negotiate local cooperator agreements that encompass more than one camp; ensure project hazard assessments are completed and submitted; and inspect projects for compliance with OSHA requirements.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
7.225	Assistant to the Director, Public Safety	41 B	7.225	Deputy Chief of Staff, DPS	45 A

EXPLANATION OF CHANGE

Since the Assistant to the Director, Public Safety class was established in 2001, there has been significant change in the duties and responsibilities of the position. This is a single position class utilized only by the Department of Public Safety (DPS). Previously, the position served as a special assistant and problem solver for the Director and had oversight responsibility for several administrative services.

Additional duties and responsibilities have been assigned which include management of the Personnel Division and the Administrative Services Division to include budget and fiscal management; representing the Director of Public Safety in communications with all department management; serving in the capacity of senior executive with the Governor's office, legislators, governmental officials and citizen groups in an effort to independently resolve problems and issues. The incumbent serves as principal advisor to the Director and divisional management on all fiscal, operational and administrative matters.

As a result of the new management responsibilities, it is recommended the grade level be reallocated to grade 45 to align approximately 10% (or 2 grades) above its highest level subordinate, the unclassified Division Administrator, Administrative Services. This recommendation also reflects expanded knowledge, skills and abilities, scope and level of authority, and nature and level of personal contacts. It is also recommended the title be changed to Deputy Chief of Staff, DPS to better reflect job responsibilities.

The Department of Administration supports this recommendation with the caveat that the Department of Public Safety completes a decision unit in the 2007-2009 Biennial Budget to move the position from classified status to unclassified. The Department of Personnel will abolish the classified Deputy Chief of Staff, DPS class specification when that occurs.

The Director of the Department of Public Safety supports this recommendation.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
10.508	Health Facilities Surveyor IV	38 B	10.508	Health Facilities Surveyor IV	38 B
10.510	Health Facilities Surveyor III	36 B	10.510	Health Facilities Surveyor III	36 B
10.509	Health Facilities Surveyor II	35 B	10.509	Health Facilities Surveyor II	35 B
10.516	Health Facilities Surveyor I	32 B	10.516	Health Facilities Surveyor I	32 B
	Options for all levels in series: A. Nurse B. Dietitian C. Sanitarian D. Medical Technologist E. Social Worker F. Chemist G. Microbiologist H. Generalist			Options for all levels in series: A. Nurse B. Dietitian C. Sanitarian D. Medical Technologist E. Social Worker F. Generalist	

EXPLANATION OF CHANGE

As requested by the Department of Health and Human Services, the Department of Personnel recommends the modification of the minimum qualifications for the Generalist option and the removal of the Chemist and Microbiologist options in the Health Facilities Surveyor series that are no longer used. The current qualifications are a barrier to hiring and promoting experienced professionals into the Generalist option, as individuals who qualify to survey health facilities through other options may lack the required formal education. The minimum qualifications for the Generalist option have been modified to allow persons qualifying for any of the other options to also qualify for this option. In addition, the class concepts were formatted to current standards and the minimum qualifications and knowledge, skills, and abilities were clarified for all levels and options in the series.

CURRENT			PROPOSED		
CODE	TITLE	GRADE/EEO-4	CODE	TITLE	GRADE/EEO-4
12.618	Parole & Probation Specialist IV	35 B	12.618	Parole & Probation Specialist IV	35 B
12.616	Parole & Probation Specialist III	33 B	12.616	Parole & Probation Specialist III	33 B
12.614	Parole & Probation Specialist II	31 B	12.614	Parole & Probation Specialist II	31 B
12.615	Parole & Probation Specialist I	29 B	12.615	Parole & Probation Specialist I	29 B

EXPLANATION OF CHANGE

The Department of Public Safety, Division of Parole and Probation has encountered recruitment problems with this series and requested a review of the minimum qualifications.

Currently the minimum qualifications for the Parole and Probation Specialist II, III and IV require previous experience in law enforcement or parole and probation. This has restricted the applicant pool and eliminated individuals with related experience in a similar setting.

With the assistance of subject matter experts from the Division of Parole and Probation, we recommend broadening the minimum qualifications for all levels of the series to include candidates with college credits in human or social services, and at the II and III levels, accept candidates with experience making eligibility determinations, maintaining case records and researching and verifying information in a social services setting. Accepting this valuable and comparable education and experience will help the Division expand the applicant pool and still obtain candidates with the knowledge, skills and abilities required to perform successfully.

CURRENT				PROPOSED			
CODE	TITLE	GRADE/EEO-4		CODE	TITLE	GRADE/EEO-4	
12.624	Senior Youth Parole Counselor	38	B	12.624	Senior Youth Parole Counselor	38	B
12.623	Youth Parole Counselor II	37	B	12.623	Youth Parole Counselor II	37	B
12.626	Youth Parole Counselor I	33	B	12.626	Youth Parole Counselor I	33	B

EXPLANATION OF CHANGE

As requested by the Division of Child and Family Services, the Department of Personnel has modified the requirements for classes in the Youth Parole Counselor series.

Currently, these classes require Board of Examiners for Alcohol and Drug Abuse Counselors certification within six months of the time of appointment. This certification now requires over four thousand hours of training to obtain, which renders certification within six months of appointment impossible. Furthermore, it is no longer a mandatory requirement of the positions in this series.

The minimum qualifications for the Senior Youth Parole Counselor and Youth Parole Counselor II were adjusted to more accurately reflect the amount of experience needed to acquire the knowledge, skills, and abilities at each level. The nature and complexity of the work has not changed and, therefore, does not warrant any change in grade level.

This revision will allow for more effective recruitment and will meet current and future staffing needs. Management in the Division of Child and Family Services and the Department of Health and Human Services support this recommendation.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 300; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. For more information call (775) 684-0110.

Objections to the proposed changes must be received in writing by June 20, 2006. Objections should be addressed to Shelley Blotter, Chief of Technical Services, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTED: 5/19/06

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State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FORESTRY PROGRAM [COORDINATOR] <i>MANAGER</i> OPTIONS: A. RESOURCE MANAGEMENT B. FIRE MANAGEMENT C. <i>CONSERVATION CAMPS</i>	39	A	1.805

Under direction of the Deputy State Forester, Forestry Program [~~Coordinators~~] *Managers* [~~manage~~] *are responsible for* either: *A) the Resource Management Program which includes [~~conservation camps,~~] nurseries, urban and community forestry, forest stewardship, threatened and endangered plant species, rural forestry assistance, and enforcement and education programs; [~~or~~] B) the Fire Management Program including fire management, law enforcement and fire prevention, training, air operations, the Sierra Front Program, and fire control communications; or C) the Conservation Camp Program, a revenue-generating enterprise in which inmates of honor camps are trained and employed in a variety of resource management, community service, emergency response and fire suppression projects.*

Plan, organize, coordinate and evaluate assigned statewide programs and activities; confer with regional *and subordinate staff* to determine program effectiveness and ensure consistent application of division policies, State law and program guidelines.

Develop and implement program goals and objectives in accordance with the division mission; establish and monitor performance indicators to measure results and progress toward desired outcomes.

Develop and [~~monitor~~] *manage* program and grant budgets; receive input from program specialists and regional staff; review program budget requests; project future program budget needs by coordinating use of federal, State and county funds and by reviewing and evaluating past and current spending patterns; recommend and justify spending adjustments as needed.

Investigate and pursue external funding sources; prepare and submit grant proposals to federal agencies for approval; notify regions of budget allocated; consolidate, review and submit federal reporting documents; ensure that program expenditures and activities are in compliance with established grant criteria; negotiate agreements and contracts related to funding, reimbursement or exchange of services.

Develop, review and analyze legislative proposals related to fire or resource management *or conservation camp management*; draft amendments and recommendations and testify before legislative committees as requested.

Supervise [~~Forestry Staff Specialists and support~~] *and evaluate the performance of subordinate supervisors, program specialists and other* personnel as assigned; interview and select applicants; assign and review work; develop work performance standards. [~~and evaluate performance.~~]

Develop and implement policies to carry out division mandates; design and review programs; interpret laws and regulations; coordinate regional assignments to meet provisions of statutes; and review program reports in order to ensure division goals and objectives are met.

Coordinate operations with local, State and federal authorities [~~having jurisdiction over~~] *and other stakeholders in* resource, [~~and~~] fire *and conservation camp* management programs to accomplish common goals.

Represent the division at meetings [~~that include~~] *with representatives of* city councils, county commissions, State agencies, national groups and civic organizations.

OPTIONS: A. RESOURCE MANAGEMENT

B. FIRE MANAGEMENT

C. CONSERVATION CAMPS

Page 2 of 4

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

OPTION A: Resource Management

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, natural resources management or closely related field and four years of increasingly responsible experience in natural resource management including at least two years of supervisory experience; ~~[OR two years of experience as a Forestry Staff Specialist;]~~ OR an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: coordination of statewide programs related to resource management; management practices of forestry, range management and watershed management including forest silviculture, forest insect and disease, vegetation management, riparian enhancement, wildlife management and revegetation; supervisory techniques and practices; environmental assessments and resource project plans; laws, regulations and policies related to forest harvest practices and the protection of threatened and endangered plant species; forest insect and disease abatement; grant writing and management; budget preparation and control; oral and written communication skills. **Ability to:** plan, organize and coordinate statewide resource management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State, local and private agencies; negotiate and administer contracts; identify and pursue external funding sources for resource management programs; train, supervise and evaluate the performance of assigned personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: coordination of statewide resource management programs and projects; best practices in forest, range and watershed management; federal, State and local laws and regulations related to forest and wildland management; resource conservation principles and practices. **Working knowledge of:** State ~~[personnel rules and regulations]~~ Rules for Personnel Administration; division budget policies and procedures; State purchasing regulations and practices.

OPTION B: Fire Management

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in forestry, natural resources management or closely related field and four years of increasingly responsible firefighting experience in an all-risk agency and/or experience in coordinating fire management programs for a large agency *including at least two years of supervisory experience*; ~~[OR two years of experience as a Forestry Staff Specialist in Nevada State service;]~~ OR an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: coordination of statewide programs related to fire management; wildland and structural fire suppression and prevention methods; fire and arson investigation; development of interagency mutual aid agreements; building and fire codes management practices including ordinances; division policies and procedures related to fire suppression operations, personnel and equipment; supervisory techniques and practices; budget preparation and control; oral and written communication

MINIMUM QUALIFICATIONS (cont'd)

OPTION B: Fire Management (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

skills. **Ability to:** plan, organize and coordinate statewide fire management programs and projects; establish and maintain cooperative and effective working relationships with representatives of federal, State and local agencies; negotiate and administer contracts; identify and pursue external funding sources for fire management programs; train, supervise and evaluate the performance of assigned personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: coordination of statewide fire management programs and projects; federal, State and local laws, regulations, policies and procedures as applied to forest and wildland fires; contract and grant administration. **Working knowledge of:** State ~~[personnel rules and]~~ regulations; *Rules for Personnel Administration*; division budget policies and procedures; State purchasing regulations and practices.

OPTION C: Conservation Camps

EDUCATION AND EXPERIENCE: *Bachelor's degree in business administration, forestry, natural resource management or related field and four years of increasingly responsible conservation camp experience which included conservation and natural resource management activities, fire suppression and budget preparation including at least two years of supervisory experience; OR an equivalent combination of education and experience.*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: *goals, objectives and purposes of the conservation camp program and its relationship to the Department of Corrections; State budget and purchasing policies and procedures; strategic planning and program development processes; marketing and community relations techniques; resource management and development of interagency agreements. Ability to:* *analyze inmate population projections, legislatively mandated financial goals, and vehicle and equipment needs in relation to overall operation and profitability of the conservation camp program; coordinate statewide conservation camp activities and programs; plan, develop and manage program budgets; provide direction, consistency and oversight regarding conservation camp operations, staff, fiscal administration, purchasing, safety and training; establish and maintain positive and effective working relationships with Department of Corrections management to ensure program success; testify before the Legislature regarding conservation camp revenues, needs and expenses; effectively communicate both orally and in writing with various groups and entities.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: *State Administrative Manual sections related to purchasing; State Rules for Personnel Administration; mission, functions and activities of the Division of Forestry; department and division policies, administrative guidelines and directives; development and administration of a statewide program budget. Ability to:* *negotiate and administer contracts; coordinate statewide programs related to fire management.*

FORESTRY PROGRAM [~~COORDINATOR~~] MANAGER

39

A

1.805

OPTIONS: A. RESOURCE MANAGEMENT

B. FIRE MANAGEMENT

C. *CONSERVATION CAMPS*

Page 4 of 4

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.805

ESTABLISHED: 10/1/97UC

REVISED: 4/6/06R

6/20/06UC



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CONSERVATION CAMP [COORDINATOR]			
AREA SUPERVISOR	37	B	1.868
CONSERVATION CAMP SUPERVISOR	35	B	1.870
ASSISTANT CONSERVATION CAMP SUPERVISOR	33	D	1.875

SERIES CONCEPT

Positions in this series *supervise* ~~[manage]~~ the inmate work program at an assigned ~~[prison]~~ *conservation camp* facility and are responsible for budget maintenance, project planning, community relations, *camp* resource *and fire suppression programs* ~~[management]~~, security planning, and supervision of assigned personnel *including emergency response firefighters*.

~~[Administer and manage a]~~ *Manage the operation of a Nevada* Division of Forestry (NDF) Conservation Camp; represent programs to other government agencies, non-profit organizations, private companies and individuals; solicit, plan, assess and coordinate work projects; negotiate and establish agreements for the completion of work.

~~[Assist in]~~ Prepare the camp budget; compile and review financial and statistical data; oversee the budget and monitor expenditures; plan and prepare equipment purchases; prepare, review and audit inmate payroll data and maintain good time credit records.

Prepare and review operational and incident reports; implement corrective actions as appropriate; develop and maintain security and emergency plans to ensure the safety of personnel, equipment and facilities.

Develop estimates for time, labor, skill level and equipment needed for work projects; inspect work sites and evaluate work in progress; *ensure compliance with established safety policies and procedures*; evaluate security factors and implement appropriate precautions for community service and fire suppression projects.

Prepare and maintain records and reports related to camp equipment and supplies, fuel consumption, vehicle maintenance, purchasing and other operational needs; analyze requests for purchases, repairs and replacement of vehicles and equipment and determine appropriate course of action.

Manage and control inventory of equipment and supplies; inspect camp facilities and property; direct and arrange for service and repairs; field test equipment to provide resources necessary for work projects.

Select, train, supervise and evaluate the performance of assigned personnel; delegate assignments and develop work performance standards; counsel and discipline staff as appropriate.

Assess staff training needs *in conjunction with area and headquarters staff*; ~~[plan]~~ *schedule* and implement training opportunities; locate reference materials and provide for instruction in safety, equipment operation and specialized resource conservation techniques.

~~[Supervise inmate work crews in performing resource conservation and community service projects as assigned.]~~

Perform related duties as assigned.

CONSERVATION CAMP [COORDINATOR]

AREA SUPERVISOR	37	B	1.868
CONSERVATION CAMP SUPERVISOR	35	B	1.870
ASSISTANT CONSERVATION CAMP SUPERVISOR	33	D	1.875

Page 2 of 6

CLASS CONCEPTS

~~**Conservation Camp Coordinator:** The position allocated to this class has statewide responsibility for coordination and management of the conservation camp program, a revenue generating enterprise in which inmates of honor camps are trained and employed in a variety of resource management, community service, emergency response and fire suppression projects. The incumbent works closely with Forestry Regional Managers and Foresters who have regional responsibility for camp operations and activities.~~

~~Optimize revenues generated for the general fund and ensure compliance with legislatively mandated goals; oversee and coordinate the pursuit of paying projects; develop marketing plans and strategies; develop consistent forms and procedures related to contracts, agreements, billing processes and quality assurance.~~

~~Develop appropriate strategic, operational and business plans deemed necessary to ensure success of the conservation camp program as a whole; prepare annual and five year business plans for each conservation camp, considering site specific revenue potential as well as available staffing and equipment needs; identify long and short term goals and objectives which are measurable, attainable, and consistent with legislative directives.~~

~~Jointly supervise and evaluate the performance of Conservation Camp Supervisors and other staff as assigned in conjunction with Forestry Regional Managers and Foresters in the regions; develop and implement consistent statewide training in resource management and emergency incident response; revise and update statewide policies and procedures; ensure appropriate statistical data collection and reporting.~~

~~Serve as liaison with Department of Corrections management including rural and institutional wardens, the Chief of Classification and Planning, and other Corrections administrators in order to establish and maintain a mutually beneficial partnership; develop long range plans regarding inmate staffing and population projections, program parameters, and specific protocols for coordination of division and Corrections operational procedures.~~

~~Exercise full budget responsibility for the conservation camp program including oversight and expense approval; plan and develop regional budgets in conjunction with Forestry Regional Managers and Foresters; consolidate regional budgets and provide statewide guidance; prepare and present justifications; develop and implement a comprehensive plan for equipment, facility and vehicle purchases.~~

~~Represent the division and provide information to the public and governmental entities; make presentations; appear before governmental and regulatory bodies; prepare press releases and interact with the media.~~

***Conservation Camp Area Supervisor:** Under general supervision, incumbents have responsibility for coordination and management of two or three conservation camps, a revenue generating enterprise in which inmates of honor camps are trained and employed in a variety of resource management, community service, emergency response and fire suppression projects. Incumbents prepare draft documents related to strategic, operational and business plans deemed necessary to ensure mandated goals are achieved; oversee and coordinate the pursuit of paying projects; and develop marketing plans for conservation camps.*

Supervise Conservation Camp Supervisors, develop and implement work performance standards, evaluate performance, and provide direction and guidance to Conservation Camp Supervisors as required. Review reports and statistics related to projects, vehicle operations and maintenance, equipment maintenance, helitack, and camp fabrication and repair shops; project billings, and training to ensure consistent operations; prioritize and implement staff assignments, vehicle placement, and budget transfers.

CONSERVATION CAMP [COORDINATOR]

AREA SUPERVISOR	37	B	1.868
CONSERVATION CAMP SUPERVISOR	35	B	1.870
ASSISTANT CONSERVATION CAMP SUPERVISOR	33	D	1.875

Page 3 of 6

CLASS CONCEPTS (cont'd)

Participate in the development and implementation of camp policies, procedures and operational guidelines; ensure assigned camps meet legislative mandates and follow NDF directives, guidelines, policies and procedure; review, monitor and reconcile monthly camp expenditures.

Negotiate local cooperator agreements that involve more than one camp; ensure project hazard assessments are completed and submitted; inspect projects for compliance with Occupational Safety and Health Administration (OSHA) requirements.

Conservation Camp Supervisor: ~~[Positions in this class]~~ *Under general supervision*, incumbents are responsible for the overall management and operation of ~~[an]~~ *the* inmate work program at an assigned ~~[prison facility]~~ *conservation camp* ~~[Assigned duties]~~ including budget maintenance, project planning, community relations, *and* supervision of ~~[an Assistant Camp Supervisor and]~~ Conservation Crew Supervisors. Incumbents also serve as the liaison with the Department of Corrections officials of the facility to which assigned in order to coordinate procedures and resolve operational problems and issues related to inmate labor.

Assistant Conservation Camp Supervisor: Assistant Conservation Camp Supervisors are assigned to supervise an inmate work crew in performing resource conservation and community service projects. Incumbents also assist in training Conservation Crew Supervisors and inmates, and perform camp supervisory duties in the absence of the Conservation Camp Supervisor. Incumbents may also be assigned to assist in scheduling and coordinating projects with cooperators, inspecting completed projects, and providing for the maintenance and replacement of supplies and equipment.

MINIMUM QUALIFICATIONS

SPECIAL [NOTES AND] REQUIREMENTS:

- * Applicants may be required to pass a thorough medical examination and physical agility test prior to appointment and for continuing employment.
- * Applicants may be required to undergo a background investigation prior to being considered for employment.
- * Possession of a ~~[Nevada]~~ Class C *driver's* license and a *Nevada commercial driver's license with P endorsement* is required at the time of appointment and for continuing employment.

CONSERVATION CAMP COORDINATOR

~~EDUCATION AND EXPERIENCE: Associate's degree in business or relevant discipline and three years of increasingly responsible experience which included conservation and natural resource management activities, fire suppression, budget preparation, and supervision of staff; OR an equivalent combination of education and experience. (See Special Notes and Requirements)~~

~~ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):~~

~~**Detailed knowledge of:** goals, objectives and purposes of the conservation camp program. **Working knowledge of:** development and administration of a statewide program budget; public sector purchasing policies and procedures; strategic planning and program development processes; marketing and community relations; the conservation camp program and its relationship to the Department of Corrections. **Ability to:** coordinate the State's conservation camp program; plan, develop and manage~~

CONSERVATION CAMP [COORDINATOR]

AREA SUPERVISOR	37	B	1.868
CONSERVATION CAMP SUPERVISOR	35	B	1.870
ASSISTANT CONSERVATION CAMP SUPERVISOR	33	D	1.875

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION CAMP COORDINATOR (cont'd)

~~the program budget; provide guidance, consistency and oversight regarding conservation camp operations, staff, fiscal administration, purchasing, safety and training; establish and maintain positive and effective working relationships with Department of Corrections management to ensure program success; analyze inmate population projections, legislatively mandated financial goals, and vehicle and equipment needs in relation to overall operation of the conservation camp program.~~

~~FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):~~

~~Working knowledge of: State Administrative Manual sections related to purchasing; State rules and regulations concerning personnel administration; mission, functions and activities of the Division of Forestry; department and division policies, administrative guidelines and directives.~~

CONSERVATION CAMP AREA SUPERVISOR

EDUCATION AND EXPERIENCE: *Associate's degree in forestry, natural resource management, business administration or related field and three years of increasingly responsible experience which included conservation and natural resource management activities, fire suppression, and supervision of staff and/or inmates; OR one year of experience as a Conservation Camp Supervisor in Nevada State service; OR an equivalent combination of education and experience. (See Special Requirements.)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles of natural resource conservation; management practices sufficient to oversee the activities and staff in multiple locations; development and administration of a program budget; marketing and community relations techniques; division personnel policies; operation of computers including word processing, spreadsheet and database management software; financial and statistical recordkeeping techniques; strategic planning and program development processes. Ability to: plan, develop and manage program budgets; and all knowledge, skills and abilities required at the lower levels.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: goals, objectives and purposes of the conservation camp program; State purchasing policies and procedures; strategic planning and program development processes; conservation camp program and its relationship to the Department of Corrections. Ability to: provide guidance, consistency and oversight regarding conservation camp operations, staff, fiscal administration, purchasing, safety and training at assigned camps; establish and maintain positive and effective working relationships with Department of Corrections management to ensure program success.

CONSERVATION CAMP SUPERVISOR

EDUCATION AND EXPERIENCE: *Graduation from high school or equivalent education and two years of experience [assisting in training and] which included supervising [of personnel and] inmate work crews assigned to conservation, fire suppression, resource management and community service projects; recordkeeping, inventory control and equipment maintenance [scheduling and coordinating projects and inspecting completed work; and providing for the maintenance and repair of equipment]; OR two years of experience as an Assistant Conservation Camp Supervisor in Nevada State service; OR an equivalent combination of education and experience. (See Special [Notes and] Requirements)*

CONSERVATION CAMP [COORDINATOR]

AREA SUPERVISOR	37	B	1.868
CONSERVATION CAMP SUPERVISOR	35	B	1.870
ASSISTANT CONSERVATION CAMP SUPERVISOR	33	D	1.875

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

CONSERVATION CAMP SUPERVISOR (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: ~~[personnel management practices; budget preparation and administration; financial and statistical record keeping techniques.]~~ silviculture and urban landscape problems and solutions; principles of natural resource conservation; fire suppression tactics, strategy and logistical support; wildland fire behavior and suppression techniques including the use of tools and equipment;

General knowledge of: State purchasing policies and procedures; personnel rules and regulations; operation of ~~[micro]~~computers including word processing, spreadsheet and database management software;

Ability to: ~~[determine the probable effects of vegetation in advancing or retarding wildland fires];~~ plan, organize and coordinate the work of assigned personnel and inmate crews; compile data and calculate inmate good time credits; establish cooperative and effective working relationships with federal, State and county agencies, non-profit organizations, private companies and individuals; promote the services of the Conservation Camp program to the community; estimate the time required and cost of personnel, equipment and materials for completion of work projects; develop and administer emergency action plans; audit equipment use, inventory and funds to ensure proper utilization and accounting; evaluate training needs of staff and provide for training opportunities; prepare budget requests and monitor expenditures; coordinate inmate activities with Department of Corrections administrators; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Detailed knowledge of: Conservation Honor Camp Program objectives as established by the Department of Corrections and the Nevada Division of Forestry; division policy and procedures manuals; budget preparation and administration; State purchasing procedures and guidelines; cooperating agencies and their legal guidelines; and Nevada forest practices and reforestation. Ability to: negotiate contracts/agreements with purchasers of Conservation Services and secure compensation as agreed upon; calculate inmate pay and "good time" credits and maintain related data; perform complete camp inspections to ensure and evaluate compliance with division policies and procedures; function as the Forestry Regional Manager as assigned; negotiate contracts and agreements.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Conservation Camp Area Supervisor.)*

ASSISTANT CONSERVATION CAMP SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience supervising inmate crews, maintaining security, providing training in equipment use and safety; transporting inmates to job sites; and supervising and evaluating inmate skill levels; **OR** one year of experience as a Conservation Crew Supervisor III including experience directing crew work in all of the following activities: forest silviculture, forest insect and disease, vegetation management, watershed management, range management, revegetation, wildlife management, wildland fire suppression, and construction/repair projects; **OR** an equivalent combination of education and experience. *(See Special [Notes and] Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: management practices of forestry, range ~~[management]~~ and watershed management including forest silviculture, forest insect and disease, vegetation management, ~~[watershed management, range management,]~~ riparian enhancement, wildlife management and revegetation; labor and equipment requirements for natural resource conservation and community service work projects; identification of native trees, shrubs and grasses; forest insect and disease abatement practices; wildland reclamation techniques including reseeding, planting seedlings and construction of erosion control

CONSERVATION CAMP [COORDINATOR]**AREA SUPERVISOR****37****B****1.868****CONSERVATION CAMP SUPERVISOR****35****B****1.870****ASSISTANT CONSERVATION CAMP SUPERVISOR****33****D****1.875**

Page 6 of 6

MINIMUM QUALIFICATIONS (cont'd)**ASSISTANT CONSERVATION CAMP SUPERVISOR (cont'd)**

structures; wildland fire behavior and suppression techniques including the use of tools and equipment; basic math; recordkeeping methods; inventory control practices. **Ability to:** determine the probable effects of vegetation in advancing or retarding wildland fires; utilize a hand-held compass to determine locations, elevations, aspects, acreage and percent of slopes.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

~~[Working knowledge of: Nevada Revised Statutes applicable to administration of inmate work programs; principles of supervision and training; methods, equipment and materials used in fire suppression; State purchasing policies and procedures; personnel rules, regulations, policies and procedures.]~~ *(These are identical to the Entry Level Knowledge, Skills and Abilities for Conservation Camp Supervisor.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>1.868</u>	<u>1.870</u>	<u>1.875</u>
ESTABLISHED:	7/2/01R 12/7/01PC	7/1/97P 6/4/96PC	7/1/87P 10/17/86PC
REVISED:			5/24/91-3
REVISED:			7/1/91LG
REVISED:			7/1/97P 6/4/96PC
REVISED:		7/1/01LG	
REVISED:		7/2/01R 12/7/01PC	7/2/01R 12/7/01PC
REVISED:	7/12/05R 6/20/06UC	7/12/05R 6/20/06UC	7/12/05R 6/20/06UC



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY CHIEF OF STAFF, DPS	45	A	
[ASSISTANT TO THE DIRECTOR, PUBLIC SAFETY	41	B]	7.225

Under [administrative] direction of the Director, [of the] Department of Public Safety (DPS), *the incumbent is directly responsible for management of the Administrative Services and Personnel Divisions, the Public Information Office, and Internal Audit section in the Department of Public Safety. The incumbent provides daily oversight and coordination in order to* plan, organize, coordinate and conduct a variety of analytical studies, research and operational reviews of functions and activities within and between the Divisions of Parole and Probation, Nevada Highway Patrol, Investigations, Capitol Police, [Administrative Services,] Fire Marshal, Training, Emergency Management, [Public Safety Technology,] *Records and Technology, Homeland Security, Parole Board, Office of Traffic Safety, Office of Criminal Justice,* and other functional areas within the department. *The incumbent also* identifies, analyzes and resolves issues and problems; reviews and ensures implementation of administrative directives, guidelines and policies at all levels throughout the department.

Represent the Director of Public Safety in communications with all department management; serve in the capacity of senior executive with the Governor's office, legislators, government officials and citizen groups in an effort to independently resolve problems and issues; respond to issues or concerns raised; serve as principal advisor to the Director and divisional management on fiscal, operational and administrative matters; prepare high level reports and correspondence regarding fiscal, administrative and operational matters; act on behalf of the director as requested and represent the director by identifying, defining, clarifying and resolving issues related to public safety and the operation of the department.[- investigate and respond to questions and issues raised by the Governor's staff, the Legislature, city and county officials, the news media, officials from other states, citizen groups and others.]

Fiscally monitor the effectiveness and efficiency of departmental budgetary requirements; exercise fiscal responsibility and analyze spending authority, operational costs, and revenues received to finance these areas of operations.

Formulate plans of action to include comparative analysis of each division's operational practices, employee staffing and performance, employee relations and divisional budgets.

Provide administrative oversight concerning employee disciplinary actions, grievances, investigations of alleged misconduct, discrimination and harassment, and other employee relation issues.

Coordinate and direct the work of the Public Information Office in regard to complex agency and statewide public media releases of information; prepare, edit and release official memoranda, reports and correspondence on behalf of the director; ensure information provided is factual, current and accurate.

Direct and oversee the work of internal auditors to ensure adherence to established regulations, requirements and principles of effective financial management; establish and maintain appropriate internal controls and current procedure manuals to ensure proper accounting practices, acquisition of goods and services, and expenditure of funds; supervise auditing of all divisions to ensure policies and procedures are written and followed and proper internal controls are in place for managing State and federal grant funds, fees collected, and other monies.

Develop, compile and maintain all division goals and objectives to meet the department's strategic plan in accordance with established timelines and required criteria; direct and coordinate establishment of the mission, goals, objectives and priorities; review and evaluate performance indicators provided by the divisions to ensure the department's mission, goals and budget are accurately reflected; review and evaluate outcomes and results; assess program effectiveness and recommend enhancements to improve performance.

Prepare, analyze and evaluate bill drafts and legislative proposals; identify critical issues and fiscal impact to the department and divisions; write responses, counterproposals and recommendations regarding the department's position; attend legislative hearings and committee meetings to present testimony and respond to questions.

Coordinate the development of new programs, policies and procedures to achieve optimal delivery of services to citizens of the State; ensure the full and proper dissemination and implementation of administrative philosophies, policies and procedures at all levels within the department; consult with division administrators, managers, legal counsel, and staff to provide clarification and ensure consistent interpretation of directives; ensure directives comply with State regulations, case law and legal opinions.

~~[Prepare, analyze and evaluate bill drafts and legislative proposals; identify critical issues and fiscal impact to the department and divisions; write responses, counterproposals and recommendations regarding the department's position; attend legislative hearings and committee meetings to present testimony and respond to questions.]~~

~~[Participate in the developing department's strategic plan in accordance with established timelines and required criteria; direct and coordinate establishment of the mission, goals, objectives and priorities; review and evaluate performance indicators provided by the divisions to ensure the department's mission, goals and budget are accurately reflected; review and evaluate outcomes and results; assess program effectiveness and recommend enhancements to improve performance.]~~

~~[Coordinate and work closely with the Public Information Office in regard to complex agency and statewide public media releases of information; prepare, edit and release official memoranda, reports and correspondence on behalf of the director; ensure information provided is factual, current and accurate.]~~

Conduct management studies and analyses of current and proposed organizational structure, programs, processes, activities and operations of the department; research statutes and regulations to determine legislative spirit and intent; research and prepare comprehensive narrative and statistical reports as requested.

~~[Oversee and work collaboratively with internal auditors to ensure adherence to established regulations, requirements and principles of effective financial management; establish and maintain appropriate internal controls and current procedure manuals to ensure proper accounting practices, acquisition of goods and services, and expenditure of funds; supervise auditing of all divisions to ensure policies and procedures are written and followed and proper internal controls are in place for managing State and federal grant funds.]~~

~~[Manage the director's office budget and exercise signature authority for budget documents, payroll, training and travel; review purchase/travel requests and prioritize spending to maximize benefit to the department.]~~

~~[Monitor the effectiveness and efficiency of departmental purchasing, payroll, personnel, mail processing, and warehouse/storeroom operations; identify deficiencies, recommend corrective action, and evaluate results; oversee the department's equipment inventory and maintain related records.]~~

Participate in the evaluation of employment applications, interviewing candidates, and selection of upper management personnel in the department.

Train, supervise and evaluate the performance of functional units and professional, technical and support staff as assigned by the director; identify training needs and provide or secure appropriate classroom, written or on-the-job training; monitor improvements and recommend alternate processes based on findings and performance.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor's degree in business or public administration and ~~[five]~~**seven** years of increasingly responsible public sector *professional* experience which included ***budget development and analysis and*** responsibility for coordination and management of multiple work units in a complex organization; **OR** an equivalent combination of education and experience on a year-for-year basis.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: *organizational structure and administrative practices common to State government; organizational planning, budgeting, governmental accounting, fiscal forecasting, contracting, purchasing, inventory control, data processing and other business management areas;* principles and practices of effective management *and administration;* coordination of multiple work units within a large and complex government organization; laws and regulations related to personnel administration, budget management, and the legislative process; organizational analysis and design; program evaluation techniques; strategic planning processes; research methods and techniques; supervisory methods and practices. **Ability to:** *make independent decisions requiring advanced knowledge of fiscal management and budgeting;* communicate effectively with all levels of management and staff to ensure proper implementation of directives, policies and procedures; represent the director in communications with department management and staff, the Governor's office, legislators, government officials, citizen groups and others; identify and independently resolve problems and issues; ensure implementation of new programs and services across organizational lines; analyze a variety of organizational or procedural problems and develop proposals and recommendations; consult with internal managers to resolve problems, provide technical expertise and coordinate activities; write clear, concise and comprehensive department policies, reports, statements, *justifications and legislative bill drafts* and related materials; oversee and/or conduct management audits and feasibility studies to evaluate the effectiveness and efficiency of department and division programs and services; compare actual performance to established standards and goals and make recommendations for continuous improvement; mediate between conflicting groups and develop mutually beneficial solutions; *interpret complex technical documents such as federal and State laws and regulations and legal opinions;* *prepare and deliver formal or informal presentations to groups or individuals;* *supervise employees directly and through subordinate supervisors;* establish and maintain positive and effective working relationships with others. **Skill in:** *using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; planning, organizing and managing broad and complex programs.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State government functions and *organization;* ~~[the operations and activities of all divisions of the department in offices located throughout the State;]~~ department policies, administrative guidelines, and applicable laws and regulations; legislative processes related to passage of laws and the department's budget structure, expenditure of funds, business operations, and funding sources. **Working knowledge of:** functions, operations and activities of all divisions within the Department of Public Safety; internal auditing principles and practices applicable to department programs and activities; fiscal and accounting practices and procedures; contract administration; personnel management, purchasing and facilities management. **Ability to:** negotiate solutions to problems where competing interests and conflicting opinions exist; interview and participate in the selection of upper management staff; exercise management authority in *determining* staffing, auditing, budget control and expenditure of funds; work effectively with division administrators and top level managers; represent the director in a manner which reflects his/her philosophies and management style.

DEPUTY CHIEF OF STAFF, DPS

45

A

[~~ASSISTANT TO THE DIRECTOR, PUBLIC SAFETY~~]

41

B]

7.225

Page 4 of 4

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.225

ESTABLISHED: 10/31/01UC

REVISED: 3/13/06R

6/20/06UC



State of Nevada - Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH FACILITIES SURVEYOR IV	38	B	10.508
HEALTH FACILITIES SURVEYOR III	36	B	10.510
HEALTH FACILITIES SURVEYOR II	35	B	10.509
HEALTH FACILITIES SURVEYOR I	32	B	10.516

OPTIONS FOR ALL LEVELS IN THE SERIES:

- A. NURSE
- B. DIETITIAN
- C. SANITARIAN
- D. MEDICAL TECHNOLOGIST
- E. SOCIAL WORKER
- F. [CHEMIST
- G. MICROBIOLOGIST
- H.] GENERALIST

SERIES CONCEPT

Health Facilities Surveyors inspect a variety of health care facilities including: hospitals, skilled nursing facilities, intermediate care facilities, intermediate care facilities for the ~~[mentally-retarded]~~ **developmentally disabled**, home health agencies, ambulatory surgical centers, facilities for treatment of irreversible renal disease, hospital laboratories, independent physician offices and environmental laboratories, rural health clinics, hospices, comprehensive outpatient rehabilitative facilities, independent physical therapists, outpatient physical therapy facilities, portable X-Ray facilities, adult day care facilities, adult group care facilities, alcohol and drug abuse treatment centers, obstetrical centers, independent centers for emergency medical care, rehabilitation clinics and occupational and physical therapists for licensure or certification in accordance with federal and/or State regulations for licensure, Medicare, and/or Medicaid.

Conduct inspections of assigned facilities independently or as part of a multi-disciplinary team with members using their areas of special expertise to evaluate many different program components such as the inspection, review, and evaluation of nursing services, laboratory services, admission, discharge, and resident rights processes and policies, dietary services and life safety code inspections.

Participate in initial meetings with facility administrators to explain the inspection process, solicit cooperation, and obtain access to the information needed to complete the inspection; review facility records including by-laws, policies, procedures and implementation practices to determine compliance with licensure and certification requirements; and review patient records to determine whether medical and social services were provided in accordance with physicians' diagnoses, orders and treatment plans, facilities' resident assessments, and residents' mental and physical condition.

Inspect the physical plant by touring the facility, counting rooms and beds, noting problems or deficiencies in construction standards, and evaluating infection control measures and environmental conditions relating to safety and sanitation; and evaluate the type of care being provided by the facility by conducting patient, patient family, and employee interviews and noting observations.

Prepare a summary of findings including identification of violations, for presentation to the facility administrator during the exit interview; prepare a formal report detailing the results of the inspection; make recommendations to ~~[Health Care Finance Administration (HCFA)]~~ **Centers for Medicare and Medicaid Services** regarding whether a facility should be certified for Medicaid/Medicare; determine and assist in the

HEALTH FACILITIES SURVEYOR IV	38	B	10.508
HEALTH FACILITIES SURVEYOR III	36	B	10.510
HEALTH FACILITIES SURVEYOR II	35	B	10.509
HEALTH FACILITIES SURVEYOR I	32	B	10.516

OPTIONS FOR ALL LEVELS IN THE SERIES

Page 2 of 7

SERIES CONCEPT (cont'd)

preparation of appropriate administrative sanctions, fines, or other actions depending on seriousness of violations, and forward to the Chief, Bureau of Licensure and Certification (BLC); recommend long term care enforcement remedies; review facility-prepared plans of correction and return for modifications as needed; conduct informal and formal dispute resolution meetings; conduct follow-up visits to facilities according to the schedule established in the final report to ensure that compliance is proceeding on schedule; testify as an expert witness or State's witness at legal proceedings; and coordinate with a variety of official agencies to ensure protection and safety of the general public.

Investigate complaints against facilities by identifying the problem area, visiting the facility, determining whether a problem exists, and following up by responding to the complainant.

Review architectural drawings/plans to ensure compliance with State construction standards for facilities and life safety code standards; and communicate final determinations to facilities and contractors.

Provide information to health care administrators and personnel and assist them in interpreting and meeting State and federal regulations and statutes; and prepare and conduct formal provider training seminars.

Determine if a request for variance or waiver from federal and/or State regulations jeopardizes the health and safety of patients and employees; investigate circumstances of request; prepare findings of fact and position papers showing impact to public welfare and purpose of regulations; prepare an assessment of undue hardship to comply with requirements; present variance or waiver request to the State Board of Health; and work with facility to ensure regulatory compliance of acceptable variance or waiver to requirements.

Research federal, State, and local laws and regulations; prepare drafts of proposed regulations; solicit public comment and conduct public workshops; respond to public comment; present final regulations to the State Board of Health for approval; represent the bureau on advisory boards to interpret State and federal regulations and statutes; and communicate and coordinate with other agencies.

Participate in presenting in-service training seminars for fellow surveyors on healthcare regulation issues and inform fellow workers of latest techniques for provision of services; and instruct new surveyors on duties, responsibilities, and authority through the preceptorship program.

Maintain currency in trade literature, new federal, State, and local government regulations and directives, instructions and manufacturers literature; and monitor lab and health care industry for changes.

Perform related duties as assigned.

CLASS CONCEPTS

Health Facilities Surveyor IV: ~~[Health Facilities Surveyor IV's]~~ *Under general direction, incumbents* plan, organize, train, and supervise the work of lower level Health Facility Surveyors. Incumbents draft legislation and develop rules and regulations; oversee the development, maintenance, and revision of quality assurance systems; analyze document preparation and approve sanction action to be taken against violators; and develop strategies to match employee capabilities with agency needs. ~~[Incumbents receive general supervision and]~~ Work is reviewed through progress reports and meetings. *This is the supervisory level in the series.*

HEALTH FACILITIES SURVEYOR IV	38	B	10.508
HEALTH FACILITIES SURVEYOR III	36	B	10.510
HEALTH FACILITIES SURVEYOR II	35	B	10.509
HEALTH FACILITIES SURVEYOR I	32	B	10.516

OPTIONS FOR ALL LEVELS IN THE SERIES

Page 3 of 7

CLASS CONCEPTS (cont'd)

Health Facilities Surveyor III: ~~[Health Facilities Surveyor III's]~~ *Under limited supervision, incumbents perform the duties described in the series concept. Incumbents* are assigned primary responsibility for the timely and accurate completion of survey activities, ~~[Incumbents]~~ develop survey quality assurance programs, identify staff training needs, and provide supervision to lower level staff *as assigned*. ~~[In addition, they perform the range of duties described in the series concept. Incumbents receive general supervision and perform work assignments independently.]~~ This is the advanced journey level [class] in the series.

Health Facilities Surveyor II: ~~[Health Facilities Surveyor II's]~~ *Under general supervision, incumbents* perform the ~~[full range of]~~ duties described in the series concept. ~~[and receive general supervision from higher level Health Facilities Surveyors.]~~ This is the journey level [class] in the series.

Health Facilities Surveyor I: ~~[Health Facilities Surveyor I's]~~ *Under close supervision, incumbents* receive ~~[direct supervision and]~~ training in the performance of duties described in the series concept. This is the trainee level [class] in the series.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * *Appropriate certification, licensure, or registration must be current at the time of appointment and maintained as a condition of continued employment.*

HEALTH FACILITIES SURVEYOR IV

EDUCATION AND EXPERIENCE: **ALL OPTIONS:** Four years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing, and complaint investigation of health care facilities to determine compliance with state and federal laws, one year of which was as a supervisor or team leader; **OR** one year of experience as a Health Facility Surveyor III in Nevada State service; **OR** an equivalent combination of education and experience.

In addition to the requirements identified for all options, recruitment and selection will occur within one or more of the specialty occupations that have additional requirements outlined in Health Facility Surveyor I. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Ability to: set unit workload priorities; develop and implement program goals and objectives; establish and maintain collaborative working relationships with related agencies, health care facility administrators, and the media; maintain organized tracking systems, interpret patterns and develop alternative action plans; make independent judgments when designated as a hearing officer; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Detailed knowledge of: federal and State laws, rules, and regulations as applied to the inspection of health facilities; ~~[Knowledge of:]~~ mediation and adjudicatory practices and resources for resolving appeals from inspected facilities; principles and practices related to supervision of a unit. **Working knowledge of:** State budgeting process. **Ability to:** coordinate the unit's response to challenges from surveyed facilities, including the defense of findings and recommendations in adversarial hearings.

HEALTH FACILITIES SURVEYOR IV	38	B	10.508
HEALTH FACILITIES SURVEYOR III	36	B	10.510
HEALTH FACILITIES SURVEYOR II	35	B	10.509
HEALTH FACILITIES SURVEYOR I	32	B	10.516

OPTIONS FOR ALL LEVELS IN THE SERIES

Page 4 of 7

MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES SURVEYOR III

EDUCATION AND EXPERIENCE: **ALL OPTIONS:** Three years of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** two years of experience as a Health Facility Surveyor II in Nevada State service; **OR** an equivalent combination of education and experience.

In addition to the requirements identified for all options, recruitment and selection will occur within one or more of the specialty occupations that have additional requirements outlined in Health Facility Surveyor I. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Ability to: review and analyze completed surveys for appropriateness and completeness of citations; independently establish priorities which accurately reflect the relative importance of job responsibilities; organize, oversee and delegate work responsibilities; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

General knowledge of: the principles and practices of supervision *if applicable to the position*. **Ability to:** develop, maintain and revise a quality assurance system; interpret and enforce department and division policies and rules; supervise and evaluate the work of professionals engaged in regulatory compliance activities.

HEALTH FACILITIES SURVEYOR II

EDUCATION AND EXPERIENCE: **ALL OPTIONS:** One year of experience as an inspector or surveyor in a state or federal regulatory program which involved the inspection, licensing and complaint investigation of health care facilities to determine compliance with state and federal laws; **OR** one year experience as a Health Facility Surveyor I in Nevada State service; **OR** two years of supervisory or managerial experience in the specialty under recruitment; **OR** an equivalent combination of education and experience.

In addition to the requirements identified for all options, recruitment and selection will occur within one or more of the specialty occupations that have additional requirements outlined in Health Facility Surveyor I. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: principles of health care administration; human anatomy and physiology. **Ability to:** make independent decisions based on professional judgment; produce accurate, well organized documentation of observations and facts obtained during surveys; write reports that fairly and accurately describe the facility inspected; identify and secure information necessary to conduct a thorough review; respond appropriately to hostile situations; *and all knowledge, skills, and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: ~~[federal and State regulations for licensing and certification of health facilities;]~~ interpersonal relations and team building techniques; the practices for obtaining ancillary community resources on behalf of patients; regulatory construction requirements for facilities. **Ability to:** facilitate team interaction; analyze varied situations and determine appropriate action; explain licensure and

HEALTH FACILITIES SURVEYOR IV	38	B	10.508
HEALTH FACILITIES SURVEYOR III	36	B	10.510
HEALTH FACILITIES SURVEYOR II	35	B	10.509
HEALTH FACILITIES SURVEYOR I	32	B	10.516

OPTIONS FOR ALL LEVELS IN THE SERIES

Page 5 of 7

MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES SURVEYOR II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)

certification requirements and provisions for variances; consistently and accurately differentiate between actual conditions and regulatory standards for each provider/supplier; organize materials and processes to achieve desired objectives; interview residents and staff effectively to obtain needed information; make informative and persuasive public presentations; present expert testimony at legal proceedings; evaluate the professional skills and technical abilities of facility personnel; prepare technical/legal writings for regulation changes and variance/waiver requests; conduct research concerning healthcare/laboratory regulations and issues; use investigative techniques and gather clear concise documentation; read and understand laboratory results and facility staff notes in conjunction a patient's care, diagnosis, condition and activities; analyze facility accounting systems for compliance with generally accepted accounting principles; use a personal computer and associated software; conduct on site proficiency testing and correctly determine results.

HEALTH FACILITIES SURVEYOR I

EDUCATION AND EXPERIENCE: Recruitment and selection will occur within the following specialty options:

Option A – Nurse: Bachelor's degree *from an accredited college or university* in Nursing; ~~[plus four]~~ *three* years experience as a practicing Registered Nurse including at least two years of direct patient care, including supervisory, administrative, inspection, or regulatory responsibilities; and licensure as a Registered Nurse in the State of Nevada; ~~[or with a reciprocal state licensing board;]~~ **OR licensure as a Registered Nurse in the State of Nevada** and an equivalent combination of education and experience. (See Informational Note)

Option B – Dietitian: Bachelor's degree *from an accredited college or university in institutional management, clinical nutrition, food and nutrition services, or related field of study;* ~~[Certification as a Registered Dietitian by the American Dietetic Association or an equivalent recognized state licensing board; and]~~ three years experience as a practicing dietitian, including supervisory, administrative, inspection, or regulatory responsibilities; ***and certified as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization; OR certified as a Registered Dietitian by the American Dietetic Association's Commission on Dietetic Registration or its successor organization and an equivalent combination of education and experience. (See Informational Note)***

Option C – Sanitarian: ~~[Registration with the National Environmental Health Association or an equivalent recognized state licensing board, and three years experience at the journey level in an environmental health specialty related to health care, preferably also]~~ Bachelor's degree *from an accredited college or university in environmental health or related field of study; three years of environmental health work experience,* including supervisory, administrative, inspection, or regulatory responsibilities; ***and certificate of registration as an Environmental Health Specialist in the State of Nevada; OR certificate of registration as an Environmental Health Specialist in the State of Nevada and an equivalent combination of education and experience. (See Informational Note)***

Option D – Medical Technologist: ~~[Certification as a General Supervisor in clinical laboratory science in the State of Nevada or an equivalent recognition from another state. (In Nevada, this certification requires six years as a practicing medical technologist).]~~ Bachelor's degree *from an accredited college or university in medical technology, chemistry, physical science, biology, or related field of study;*

HEALTH FACILITIES SURVEYOR IV	38	B	10.508
HEALTH FACILITIES SURVEYOR III	36	B	10.510
HEALTH FACILITIES SURVEYOR II	35	B	10.509
HEALTH FACILITIES SURVEYOR I	32	B	10.516

OPTIONS FOR ALL LEVELS IN THE SERIES

Page 6 of 7

MINIMUM QUALIFICATIONS (cont'd)

HEALTH FACILITIES SURVEYOR I (cont'd)

Option D – Medical Technologist: (cont'd)

three years of experience (at least 30 hours per week) in a laboratory of a hospital, university, or health department under the supervision of a director who possesses a doctoral degree; and certification as a General Supervisor of a Licensed Laboratory in the State of Nevada. (See Informational Note)

***Option E – Social Worker:** Bachelor's degree from an accredited college or university in Social Work; ~~[or closely related field plus]~~ three years of ~~[journey-level]~~ experience in social work, including supervisory, administrative, inspection, or regulatory responsibilities in a medical setting; and licensure as ~~[an Associate of Social Work, Licensed Social Worker or Clinical Social Worker in Nevada]~~ a Social Worker in the State of Nevada; OR licensure as an Independent Social Worker or Clinical Social Worker in the State of Nevada and an equivalent combination of education and experience. (See Informational Note)*

***Option F – ~~[Chemist:~~** Bachelor's degree in chemistry or closely related field and three years of experience in environmental laboratory testing to ensure compliance with federal regulations; OR an equivalent combination of education and experience.*

***Option G – Microbiologist:** Bachelor's degree in microbiology, biology or closely related field and three years of experience performing microbiological testing of environmental samples; OR an equivalent combination of education and experience.*

***~~Option H –]~~ Generalist:** Bachelor's degree from an accredited college or university in public health, health care administration, the medical or biological sciences, or a ~~[closely related curriculum]~~ related field of study; and ~~[-, plus]~~ three years of professional health administration experience, including supervisory, administrative, inspection, or regulatory responsibilities; OR the requirements as specified for one of the Options for Nurse, Dietitian, Sanitarian, Medical Technologist, or Social Worker. (See Informational Note)*

~~[SPECIAL NOTES AND REQUIREMENTS:-~~

~~* Certifications or licenses must be current at time of appointment.~~

~~* Registered Nurses and Social Workers must acquire Nevada licenses within twelve months of appointment date.~~

~~* Chemists and Microbiologists must obtain EPA Certification within twelve months of appointment.]~~

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

ALL OPTIONS: Working knowledge of: medical terminology; past and present medical practices used in health care facilities for various populations, including geriatric and developmentally disabled; the operations of health care facilities and regulatory processes affecting them. **Ability to:** establish and maintain cooperative relationships with those contacted in the course of work; communicate effectively, orally and in writing; maintain organized and accurate records using a variety of data collection methods; participate as a member of a team on health care facility surveys; maintain composure in demanding situations; understand medical abbreviations and notes in facility documentation. And, in addition:

***Option A – Nurse: Detailed knowledge of:** acceptable standards of nursing practice. **Ability to:** evaluate the quality and delivery of nursing care.*

HEALTH FACILITIES SURVEYOR IV	38	B	10.508
HEALTH FACILITIES SURVEYOR III	36	B	10.510
HEALTH FACILITIES SURVEYOR II	35	B	10.509
HEALTH FACILITIES SURVEYOR I	32	B	10.516

OPTIONS FOR ALL LEVELS IN THE SERIES

Page 7 of 7

MINIMUM QUALIFICATIONS (cont'd)

Option B – Dietitian: **Detailed knowledge of:** relationship between various medical conditions and nutrition; food service systems.

Option C – Sanitarian: **Working knowledge of:** fundamental sanitation principles as applied to health and medical care facilities.

Option D – Medical Technologist: **Detailed knowledge of:** relationship between laboratory processes and patient care outcomes. **Working knowledge of:** relationship between all clinical laboratory specialties and subspecialties.

Option E – Social Worker: **Detailed knowledge of:** effective practices for accessing community resources on behalf of clients. **Working knowledge of:** medical social work. [effective practices for accessing community resources on behalf of clients.]

~~Option F – Chemist:~~

~~**Knowledge of:** U.S. Environmental Protection Agency Laboratory Certification Program requirements; State regulations related to environmental laboratory certification; chemical tests typically conducted in environmental laboratories.~~

~~Option G – Microbiologist:~~

~~**Knowledge of:** U.S. Environmental Protection Agency Laboratory Certification Program requirements; State regulations related to environmental laboratory certification; microbiological tests typically conducted in environmental laboratories.~~

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: federal and State laws for licensing and certification of health facilities; investigative methods appropriate to regulatory compliance functions. **Ability to:** interpret and apply rules, regulations, procedures and standards governing health care facilities inspection and licensure; participate, as a survey team member, in developing a list of deficiencies, an evaluation, and plan of corrective action; identify deficiencies in physical plant and environment.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>10.508</u>	<u>10.510</u>	<u>10.509</u>	<u>10.516</u>
ESTABLISHED:	9/1/89R 12/14/89PC	7/1/97P 9/19/96PC	4/4/75	4/4/75
REVISED:			7/1/87-12P 1/30/87PC	7/1/87-12P 1/30/87PC
REVISED:			8/6/87-3	8/6/87-3
REVISED:			9/1/89R 12/14/89PC	
REVISED:	11/8/94UC		11/8/94UC	11/8/94UC
REVISED:	7/1/97P 9/19/96PC		7/1/97P 9/19/96PC	7/1/97P 9/19/96PC
REVISED:	4/7/98UC	4/7/98UC	4/7/98UC	4/7/98UC
REVISED:	6/20/06UC	6/20/06UC	6/20/06UC	6/20/06UC



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAROLE & PROBATION SPECIALIST IV	35	B	12.618
PAROLE & PROBATION SPECIALIST III	33	B	12.616
PAROLE & PROBATION SPECIALIST II	31	E	12.614
PAROLE & PROBATION SPECIALIST I	29	E	12.615

SERIES CONCEPT

Parole & Probation Specialists perform technical duties in administrative functions and units, which do not require peace officer status. Duties include casework services, investigations, tracking and monitoring assigned parolees and probationers, pre-sentence investigations, determination of restitution and supervision fees, and referral services for the assigned unit. Positions in this series obtain and verify information; prepare and process case files and recommend appropriate action; and monitor offender activities. Incumbents are not Peace Officer's Standards and Training (P.O.S.T.) certified and do not perform law enforcement functions such as conducting field inspections of offenders' worksite or residence, conducting surveillance, searches and arrests, or transporting prisoners to court or detention facilities.

Process documentation associated with the release of offenders being paroled, in residential confinement, in drug court supervision, and residing in a state other than Nevada; review files received from the court/parole board for required signatures, pre-release plan, criminal history, parole eligibility dates, and the terms and conditions of parole/probation.

Research the criminal and personal history of the offender including the facts surrounding the current offense, special conditions of release involving restitution, drug and alcohol treatment and testing, counseling and/or community service; obtain reporting instructions and transfer offender files to the appropriate location; notify victims prior to release of offenders or of special circumstances as requested; contact law enforcement agencies that have placed a hold on the offender and arrange for parole to the agency's custody; contact service providers such as residential and inpatient programs and arrange for program participation upon release from custody.

Monitor offenders through written correspondence and the telephone; contact family, friends, neighbors, employers, treatment counselors and other law enforcement agencies to ensure the parolee or probationer is in compliance with stipulated agreements; establish and monitor compliance with payment plans and renegotiate payments if offender falls in arrears; track actions taken by the court/parole board; prepare various reports regarding violations of probation or parole, progress or discharge, and monthly case load status; advise and direct offenders to comply with the terms of parole and/or probation.

Develop and maintain case files for each offender containing legal documents regarding criminal history, probation and parole agreements, monthly reports, correspondence and records which chronologically list contacts with the offender; compile information, present recommendations, and submit various reports and documents to the court/parole board for review and action after obtaining supervisory approval; audit case files in compliance with agency standards; prepare statistical reports detailing case activity to conform with agency requirements.

Monitor and track hearing dates; provide documentation for hearings; make appearances at hearings and provide testimony as necessary; obtain hearing results and follow up on court/parole board directives, actions, and recommendations.

Perform related duties as assigned.

PAROLE & PROBATION SPECIALIST IV	35	B	12.618
PAROLE & PROBATION SPECIALIST III	33	B	12.616
PAROLE & PROBATION SPECIALIST II	31	E	12.614
PAROLE & PROBATION SPECIALIST I	29	E	12.615

Page 2 of 6

CLASS CONCEPTS

Parole & Probation Specialist IV: Incumbents at this level are assigned to a Court Services Unit staffed with a large number of Parole & Probation Specialists. Incumbents spend the preponderance of time working on the most complex and high profile cases *and reports*; ~~training and providing guidance to lower level specialists in the Court Services Unit; and reviewing and approving the work of others during peak workload periods and in the absence of the supervisor;~~]. High profile cases are defined by the agency as those involving severe or heinous crimes, extensive media coverage, *pardons investigations*, cases with a large number of victims, and/or large restitution cases. In addition, incumbents *train and provide guidance to lower level specialists in the Court Services Unit; and review and approve the work of others during peak workload periods and in the absence of the supervisor;* track, monitor and evaluate the progress of trainees and provide input to the supervisor regarding trainees' performance.

Parole & Probation Specialist III: Incumbents at this level either:

- 1) Work in the Court Services Unit and assist offenders in completing the pre-sentence interview questionnaire, check offender's criminal history, write comprehensive reports to the court regarding the offender's crime, and make recommendations regarding the offender. Incumbents represent the agency in court, provide testimony regarding the recommendation, and respond to questions from the judge. The scope of responsibility includes completing the pre-sentence report and recommendation and representing the agency in a court of law; or
- 2) ~~[Work]~~ *Perform as leadworker* in the Pre-Release Unit, Interstate Compact Unit, or similar work unit staffed with a large number of Parole & Probation Specialists. Incumbents spend the preponderance of time ~~[working on the most]~~ *on* complex cases ~~[as defined by the agency];~~ train~~[ing]~~ and provide~~[ing]~~ guidance to lower level specialists; prepare~~[ing]~~ statistical reports; and review~~[ing]~~ and approve~~[ing]~~ the work of others during peak workload periods and in the absence of the supervisor.

Parole & Probation Specialist II: Incumbents at this level either:

- 1) Work in the Pre-Release Unit, Interstate Compact Unit, or similar work unit in which positions perform professional level duties but do not require P.O.S.T. certification. In the Pre-Release Unit, incumbents track and monitor a case load of parolees/probationers who are currently incarcerated, ~~[and]~~ process all documentation associated with the release of offenders being paroled, and for inmates allowed to reside in Nevada communities under residential confinement or drug court supervision. Incumbents do not typically have face-to-face contact with offenders. In the Interstate Compact Unit, incumbents track and monitor offenders and process all documentation associated with offenders who have requested permission to reside in a state other than Nevada during their term of parole/probation. Incumbents typically have telephone contact with the offenders. In these units, incumbents make decisions subject to supervisory review; however, they work independently and must use judgment and initiative to apply general guidelines and regulations to specific situations; or
- 2) Work as a trainee and acquire skills and experience in performing duties in the Court Services Unit. This is the entry level for the Court Services Unit, and progression to the next level may occur upon successful completion of the probationary period, meeting the minimum qualifications, and with the recommendation of the appointing authority.

Parole & Probation Specialist I: Under the direct supervision of an assigned supervisor, incumbents acquire skills and experience in performing duties outlined in the series concept. This is the entry level in the series, and progression to the next level may occur upon successful completion of the probationary period, meeting the minimum qualifications, and with the recommendation of the appointing authority.

PAROLE & PROBATION SPECIALIST IV	35	B	12.618
PAROLE & PROBATION SPECIALIST III	33	B	12.616
PAROLE & PROBATION SPECIALIST II	31	E	12.614
PAROLE & PROBATION SPECIALIST I	29	E	12.615

Page 3 of 6

MINIMUM QUALIFICATIONS

SPECIAL [NOTES AND] REQUIREMENTS:

- * Applicants must pass a background investigation as designated by the agency in order to be considered for employment.
- * Some positions require a valid driver's license at the time of appointment and for continued employment.
- * ~~[Positions may require program specific experience, which will be determined at the time of recruitment.]~~

INFORMATIONAL NOTES:

- * *Education above the high school level in criminal justice, law enforcement, social or human services, social or behavioral sciences, psychology or related field may be substituted for experience on a year-for-year basis.* ~~[An Associate's degree from an accredited college in criminal justice, law enforcement, parole and probation, corrections, juvenile justice or related studies may be substituted for two years of experience at the Parole & Probation Specialist I and II levels.]~~

PAROLE & PROBATION SPECIALIST IV

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, social or behavioral sciences, human *or social* services, *psychology* or a related field and two years of experience *performing casework services and pre-sentence investigations*, interviewing offenders in order to write comprehensive reports to the court regarding the offenders' crime, making recommendations in court, and preparing and presenting reports for a court of law; **OR** *one year of experience as a Parole and Probation Specialist III in Nevada State service*; **OR** an equivalent combination of education and experience. (*See Special [Notes and] Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: criminal and administrative law and criminal procedures; case load management techniques; methods and techniques of interviewing. **Working knowledge of:** goals and objectives of the unit to which assigned; professional courtroom demeanor and etiquette. **Ability to:** present high profile and complex cases in a court of law; provide necessary guidance and training to lower level staff; review required reports and forms to detect discrepancies and ensure compliance with established policy and procedures and State statutes; assist the supervisor in reviewing and approving comprehensive reports prepared by others; *and all knowledge, skills and abilities at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: proper handling of complex and high profile cases; training techniques. **Working knowledge of:** division mission, goals and objectives. **Ability to:** effectively direct activities of lower level staff; coordinate staff case assignments and prioritize tasks; articulate to the supervisor the abilities of staff being trained; detect problems or issues during training; act as the liaison between the supervisor and staff member being trained; work with the supervisor in reviewing, analyzing, and providing input regarding lower level staff.

PAROLE & PROBATION SPECIALIST III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, social or behavioral sciences, human *or social* services, *psychology* or related field and *one year of experience making eligibility determinations, researching and verifying information, maintaining case records, performing casework services in a law enforcement, social or behavioral services environment*; ~~[two years of paraprofessional experience in a law enforcement~~

PAROLE & PROBATION SPECIALIST IV	35	B	12.618
PAROLE & PROBATION SPECIALIST III	33	B	12.616
PAROLE & PROBATION SPECIALIST II	31	E	12.614
PAROLE & PROBATION SPECIALIST I	29	E	12.615

Page 4 of 6

MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST III (cont'd)

~~environment;]~~ ***OR*** *graduation from high school and five years of progressively responsible administrative or technical program support experience, three years of which included making eligibility determinations, researching and verifying information, maintaining case records, performing casework services in a law enforcement, social or behavioral services environment;* ***OR*** *one year of experience as a Parole & Probation Specialist II [or a] in Nevada State service; OR an equivalent combination of education and experience. (See Special [Notes and] Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: ~~[comprehensive]~~ techniques used to ***conduct extensive*** research ***into [the] client or offender*** criminal, ***employment and/or income*** history ~~[of offenders]; [appropriate courtroom behavior];~~ English composition skills sufficient to prepare comprehensive reports and recommendations; correct English usage, grammar, spelling and punctuation. ***General knowledge of: appropriate courtroom behavior.*** **Ability to:** prepare comprehensive investigative reports and recommendations; represent the agency in a ***pre-hearing or*** judicial environment; provide ***chronological exhibits and [oral]*** testimony in court; provide guidance and train new and lower level staff; ***and all knowledge, skills and abilities required at the lower levels.***

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: division policies and procedures as applied to the assignment; interstate compact process. **Ability to:** recommend appropriate sentences assigned to offenders including alternative recommendations; understand, interpret and apply policies and procedures required of the program assignment; objectively investigate and review information in accordance with federal regulations and State laws; make appropriate recommendations within established policies and procedures; independently determine the nature of investigations; understand technical terms, abbreviations and phrases used in law enforcement and legal records; read and evaluate law enforcement documents to determine the appropriate course of action; write and verbally defend professional judgments and recommendations presented in court.

PAROLE & PROBATION SPECIALIST II

EDUCATION AND EXPERIENCE: ***Bachelor's degree from an accredited college or university with major coursework in criminal justice, social or behavioral sciences, human or social services, psychology or a related field;*** ***OR*** *Graduation from high school or equivalent education and four years of progressively responsible administrative or technical program support experience, two years of which included interviewing and providing guidance, explaining rules, regulations and eligibility criteria equivalent to an Administrative Assistant III in Nevada State service. One year of the experience must have included working with clients or individuals in a law enforcement, social or behavioral services environment;* ~~[three years of advanced administrative or program support experience at the paraprofessional level which included interviewing, advising and providing guidance to others; maintaining ongoing, detailed information concerning individuals; explaining rules, regulations and/or eligibility criteria; and verifying information. One year of the required experience must have included the above types of interactions with offenders in a law enforcement, parole and/or probation, or comparable setting;]~~ ***OR*** *one year of experience as a Parole & Probation Specialist I in Nevada State service; OR an equivalent combination of education and experience. (See Special [Notes and] Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: ~~[criminal and administrative law and criminal procedure; legal procedures sufficient to prepare relevant documentation and testimony for a court or the Parole Board; functions and jurisdiction of law enforcement agencies, related criminal justice and service entities;]~~ techniques used to

PAROLE & PROBATION SPECIALIST IV	35	B	12.618
PAROLE & PROBATION SPECIALIST III	33	B	12.616
PAROLE & PROBATION SPECIALIST II	31	E	12.614
PAROLE & PROBATION SPECIALIST I	29	E	12.615

Page 5 of 6

MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST II (cont'd)

maintain detailed information concerning ~~[offenders']~~ cases; methods and techniques of interviewing, advising and providing guidance to others; confidentiality rules and regulations; ~~[the American criminal justice system including law enforcement principles and court systems]~~; functions and purpose of the parole and probation system. **General knowledge of:** *criminal and administrative law and criminal procedure; legal procedures sufficient to prepare relevant documentation and testimony for a court or the Parole Board; functions and jurisdiction of law enforcement agencies, related criminal justice and service entities.* **Ability to:** apply casework principles and practices; read, interpret and evaluate ~~[criminal]~~ *client* history from records and information system files; act decisively on administrative actions by recording and transmitting information in an authoritative and professional manner; read, interpret and evaluate various criminal statutes; evaluate financial information and make appropriate recommendations as required; calculate payments, arrearages, compile statistical data; read and understand violations of parole and probation agreements, directives, court and parole board orders, and act in accordance with prescribed policies and procedures; provide testimony before ~~[courts, a parole]~~ *hearing* boards, ~~[and in judicial proceedings as directed]~~; effectively communicate court and/or Parole Board orders, and division policies and procedures; prepare a variety of forms and reports according to established policies and procedures; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: department and division policy, procedure, and directives related to the assignment; Nevada criminal justice system including court processes and systems; computer systems and programs used by the division. **Ability to:** effectively manage assigned workload with minimal supervision; carry out multiple tasks and assignments in a timely manner; make appropriate casework decisions.

PAROLE & PROBATION SPECIALIST I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and *three years of progressively responsible administrative or technical program support experience, one year of which included interviewing and providing guidance, explaining rules, regulations and eligibility criteria equivalent to an Administrative Assistant III in Nevada State service;* ~~[two years of advanced administrative or program support experience at the paraprofessional level which included at least three of the following: 1) interviewing, advising and providing guidance to others; 2) maintaining ongoing, detailed information concerning individuals; 3) explaining rules, regulations and/or eligibility criteria; and 4) verifying information;]~~ **OR** an equivalent combination of education and experience. (See *Special [Notes and] Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods and techniques of interviewing, advising and providing guidance to others; techniques used to maintain detailed information; methods and techniques used to research and confirm information from a variety of sources. **General knowledge of:** ~~[the American]~~ criminal justice system; ~~[including law enforcement principles and court systems]~~; confidentiality rules and regulations. **Ability to:** write and prepare concise, logical, and grammatically correct reports and written materials; read, interpret, apply, and explain rules and regulations to others; communicate effectively both orally and in writing; interview individuals to obtain and verify information; secure facts by personal contacts and researching/verifying records; establish and maintain effective working relationships; maintain records and files including recording and retaining information in chronological order; use modern office equipment including computers and applicable software; make decisions within established limits of authority; evaluate historical data and current information in order to reach logical conclusions.

PAROLE & PROBATION SPECIALIST IV	35	B	12.618
PAROLE & PROBATION SPECIALIST III	33	B	12.616
PAROLE & PROBATION SPECIALIST II	31	E	12.614
PAROLE & PROBATION SPECIALIST I	29	E	12.615

Page 6 of 6

MINIMUM QUALIFICATIONS (cont'd)

PAROLE & PROBATION SPECIALIST I (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Parole & Probation Specialist II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.618</u>	<u>12.616</u>	<u>12.614</u>	<u>12.615</u>
ESTABLISHED:	5/6/02UC	5/6/02UC	7/1/01P 4/27/01PC	7/1/01P 4/27/01PC
REVISED:			5/6/02UC	5/6/02UC
REVISED:	7/5/02UC	7/5/02UC	7/5/02UC	7/5/02UC
REVISED:	6/20/06UC	6/20/06UC	6/20/06UC	6/20/06UC



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SENIOR YOUTH PAROLE COUNSELOR	38*	B	12.624
YOUTH PAROLE COUNSELOR II	37*	B	12.623
YOUTH PAROLE COUNSELOR I	33*	B	12.626

SERIES CONCEPT

Youth Parole Counselors provide supervision, enforce parole agreements and stipulations, and determine appropriate placement, counseling, educational goals, and work programs of assigned youth; work directly with foster homes, rehabilitation and counseling programs, schools, the juvenile justice system, local law enforcement agencies and families in developing an appropriate parole and treatment program.

Meet with juvenile institution staff, youth, juvenile judges, counselors, families and placement centers to develop parole and treatment plans, goals and objectives; monitor activities of youth while institutionalized and discuss parole plans prior to release.

Act as a liaison with a variety of community agencies including schools, counseling and treatment centers, juvenile justice system, State and county welfare, and foster homes to coordinate the treatment, counseling and supervision needs of youth.

Monitor progress reports and compile data from institution, foster home, school, work, treatment programs and direct observation; prepare file notes, required forms and reports to reflect ward's progress or violation of stipulated agreements, program rules and regulations and take appropriate action; recommend parole plan modification and submit to supervisor for review.

Meet with assigned youth on a scheduled basis and conduct unscheduled visits at home, at work, or in school; discuss parole and treatment goals and accomplishments; correct inappropriate behavior or violations; recommend and assist youth in developing objectives to meet parole requirements.

Provide guidance and counsel youth and family regarding rules, appropriate behavior, program opportunities, personal or family problems, emergency situations and medical or psychological needs; make appropriate referrals and encourage behavior modification; chronologically document information received from youth, family, referral services, and State agencies and develop required reports.

Perform enforcement activities regarding parole violations; assist local law enforcement and State agencies; locate, apprehend, transfer, arrest, book and detain youth; appear in court with child when adjudicated and prepare necessary paperwork such as petitions, judge orders, and revocations.

Appear as an officer of the court at court hearings, set court dates and coordinate with parents and District Attorneys; ensure compliance with court orders including counseling, restitution, community service, and special placement; prepare various court documents and reports including Parole Agreements, Violation Reports, Review Hearing Reports, social histories, dispositional reports, certification reports and termination reports; provide recommendations to court regarding detention, alternative placement, termination and revocation of parole.

Arrange for substance abuse counseling, mental health evaluations, residential placement and/or outpatient treatment; routinely administer urinalysis tests to verify compliance with parole agreements; provide recommendations to supervisor for review.

*** Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

SENIOR YOUTH PAROLE COUNSELOR	38	B	12.624
YOUTH PAROLE COUNSELOR II	37	B	12.623
YOUTH PAROLE COUNSELOR I	33	B	12.626

Page 2 of 5

SERIES CONCEPT (cont'd)

Investigate and make placement decisions regarding interstate compact of juveniles from other states; visit family or relatives and conduct home survey; recommend approval or denial of granting residency in the State.

Perform related duties as assigned.

CLASS CONCEPTS

Senior Youth Parole Counselor: ~~[Incumbents perform the full range of duties described in the series concept and are distinguished from the Youth Parole Counselor II based on independence of assignment and decision making in a rural office, variety and complexity of assignments performed.]~~ *Under limited supervision of the Unit Manager, incumbents* investigate and develop new programs and services regarding needs, availability and funding; serve as a team leader by assisting Youth Parole Counselor I and II's in the performance of their duties, providing training and conducting case reviews; act as a liaison with other State agencies, local enforcement, school districts, mental health agencies, and foster homes to aid in program development, increase public awareness and promote community relations.

Incumbents perform the full range of duties described in the series concept and are distinguished from the Youth Parole Counselor II based on independence of assignment and decision making, and the variety and complexity of assignments performed.

Youth Parole Counselor II: Under general supervision, ~~[of the District Supervisor]~~, incumbents perform the ~~[full range of]~~ duties outlined in the series concept~~[- This is]~~ at the journey level. ~~[in the series.]~~

Youth Parole Counselor I: Under ~~[the direct]~~ *close* supervision, ~~[of the District Supervisor]~~, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the entry level in the series and provides for progression to the Youth Parole Counselor II upon satisfactory completion of the probationary period, meeting the minimum requirements and with the recommendation of the hiring authority.

MINIMUM QUALIFICATIONS

SPECIAL [NOTES AND] REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * ~~[Board of Examiners for Alcohol and Drug Abuse Counselors certification will be required within six months of the time of appointment.]~~

SENIOR YOUTH PAROLE COUNSELOR	38	B	12.624
YOUTH PAROLE COUNSELOR II	37	B	12.623
YOUTH PAROLE COUNSELOR I	33	B	12.626

Page 3 of 5

MINIMUM QUALIFICATIONS (cont'd)

SENIOR YOUTH PAROLE COUNSELOR

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, social work or closely related field and three years of experience conducting casework services, making program eligibility determinations, preparing detailed reports, dealing with law enforcement agencies, the juvenile justice system, foster homes, and related State agencies regarding the preparation of parole agreements, placement, program development, obtaining services and the legal process of assigned youth; **OR** graduation from high school or equivalent (GED) and five years of experience as described above; **OR** ~~two~~ **one** year *of experience* as a Youth Parole Counselor II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special [Notes and] Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: investigative and interviewing techniques; casework methods and procedures; psychological terminology and testing methods to interpret diagnosis; court documents and parole agreements. **Ability to:** analyze problems, situations, practices and procedures to identify relevant concerns or factors to formulate logical and objective conclusions; react appropriately to emergency situations that may affect the safety and security of assigned youth, staff members and the community; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: local resources available to implement specialized treatment programs and parole plans; interstate compact policy and procedure; the judicial process as it relates to the adjudication of juvenile offenders; the Youth Parole Bureau's policies and procedures; federal and State laws pertaining to the supervision and treatment of assigned youth; where to go within the organization for needed information. **Ability to:** independently conduct supervision of assigned youth; work on a variety of assignments with minimal supervision; prioritize assignments with changing workloads and deadlines; recognize emergency or dangerous situations and take appropriate action; gain the confidence of others, reason persuasively and take corrective action; assist in the development of Bureau goals, objectives, operating policy and procedure.

YOUTH PAROLE COUNSELOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, social work or closely related field and ~~one~~ **two** years of experience conducting casework services, making program eligibility determinations, preparing detailed reports, dealing with law enforcement agencies, the juvenile justice system, foster homes, and related State agencies regarding the preparation of parole agreements, placement, program development, obtaining services and the legal process of assigned youth; **OR** graduation from high school or equivalent (GED) and ~~three~~ **four** years as described above; **OR** ~~one~~ **two** years *of experience* as a Youth Parole Counselor I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special [Notes and] Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: counseling techniques related to juvenile offenders; the treatment team concept; specific security techniques involving the supervision of youth; the basic principles of psychology to adequately address and react appropriately to individual needs or problems of youth. **Ability to:** maintain a professional demeanor in the face of resistance, indifference or hostility; establish and maintain cooperative working relationships with staff, outside agencies, parents and the general public; adjust priorities quickly as dictated by circumstances; *and all knowledge, skills and abilities required at the lower level.*

SENIOR YOUTH PAROLE COUNSELOR	38	B	12.624
YOUTH PAROLE COUNSELOR II	37	B	12.623
YOUTH PAROLE COUNSELOR I	33	B	12.626

Page 4 of 5

MINIMUM QUALIFICATIONS (cont'd)

YOUTH PAROLE COUNSELOR II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: casework principles and practices; crisis intervention techniques; the laws of arrest and the use of force; the functions of various law enforcement and human [resources] service agencies; courtroom procedure; various judicial jurisdictions including Indian colonies and reservations; detention criteria. **Ability to:** write various reports or legal documents required by the court, community resource agencies, institutions, schools and diagnostic services; work as part of a team; interact with both institutional and parole staff, parents, law enforcement agencies, schools and other State agencies; systematically arrange youth into risk needs categories; provide adequate supervision services.

YOUTH PAROLE COUNSELOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, social work or closely related field; **OR** graduation from high school or equivalent (GED) and two years of experience conducting casework services, making program eligibility determinations, preparing detailed reports, dealing with law enforcement agencies, the juvenile justice system, foster homes, and related State agencies regarding the preparation of parole agreements, placement, program development, obtaining services and the legal process of assigned youth; **OR** an equivalent combination of education and experience. (*See Special [Notes and] Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: investigative techniques; interviewing techniques; general law enforcement principles and practices. **Ability to:** write concise, logical, grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar; record information quickly and accurately; read and interpret statutes and bureau policy and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: [casework principles] criminal and administrative law and due process as applied to juvenile offenders; cultural and ethnic differences as applied to program placement of youth; the bureau's policy and procedures regarding classification and parole planning. **Basic knowledge of:** the causes of deviant emotional or psychological behavior. **Ability to:** apply casework principles in the supervision of youth; work and communicate with juvenile offenders with various social, cultural, economic and educational backgrounds; interpret and evaluate case histories and criminal records; maintain a professional demeanor in the face of resistance, indifference or hostility; monitor and evaluate program activities and progress.

SENIOR YOUTH PAROLE COUNSELOR
YOUTH PAROLE COUNSELOR II
YOUTH PAROLE COUNSELOR I

38	B	12.624
37	B	12.623
33	B	12.626

Page 5 of 5

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>12.624</u>	<u>12.623</u>	<u>12.626</u>
ESTABLISHED:	9/27/84	3/1/62	9/1/63
REVISED:	12/18/85-12	12/1/68	12/1/68
REVISED:		10/13/78-3	10/13/78-3
REVISED:		12/19/85-12	12/19-85-12
REVISED:	8/6/87-3	8/6/87-3	8/6/87
REVISED:	7/1/91P	7/1/91P	7/1/91P
	10/19/90PC	10/19/90PC	10/19/90PC
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC
REVISED:			10/7/94UC
REVISED:	7/1/97LG	7/1/97LG	7/1/97LG
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC
REVISED:	7/1/01LG	7/1/01LG	7/1/01LG
REVISED:	6/20/06UC	6/20/06UC	6/20/06UC